CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES

Council Chambers
100 Civic Center Drive
Monday, October 4, 2021
Regular Meeting
5:00 p.m.

I. CALL MEETING TO ORDER

Chair Herzog called the meeting to order at 5:00 p.m.

II. ROLL CALL

Civil Service Board Members:

Howard Herzog, Chair
Robyn Grant, Board Member
Paul Meyer, Board Member
Mike Talbot, Board Member
Sharon Wood, Board Member

Staff Members:

Barbara J. Salvini, Human Resources
Jeremy Jung, Deputy City Attorney
Traci Mackinen, Administrative Assistant to the HR Director

III. FLAG SALUTE – Board Member Talbot

IV. PUBLIC COMMENTS

None.

V. CONSENT CALENDAR

1. APPROVAL OF CIVIL SERVICE BOARD MEETING MINUTES

A. APPROVAL OF MINUTES FOR THE SEPTEMBER 8, 2021, REGULAR MEETING
Waive reading of the subject Minutes, approve as written and order filed.

Motion made by Board Member Wood, seconded by Board Member Meyer, to approve the Minutes for the September 8, 2021, regular meeting, as amended.
Motion carried 5-0-0-0.

AYES:	Herzog, Grant, Meyer, Talbot, Wood
NOES:	None
ABSTAIN:	None
ABSENT:	None

VI. CURRENT BUSINESS

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2. ORAL REPORTS

A. CITY-WIDE AND HUMAN RESOURCES MATTERS – Barbara J. Salvini, Human Resources Director

HR Director Barbara Salvini reported:

- Assistant City Manager Carol Jacobs is retiring and her last day is on Friday, October 8, 2021. The City Manager's office is hosting an "Open House" to wish her farewell in the Community Room on Tuesday, October 5, 2021, from 3 to 5 p.m.

- The 2021 Annual Employee Health Fair was held Tuesday, September 28 through Thursday, September 30, 2021, with 108 flu shots administered to city employees by the Newport Beach Fire Department and 305 boxed lunches delivered to employees.

- The 2021 Employee Service Awards and Luncheon will be held on Thursday, October 14, 2021.

- COVID-19 Statistics:
  - Six more cases since September 2021.
  - Total of 153 city employees have tested positive for COVID-19
  - Total of 486 employees have been under quarantine due to exposure, testing positive, or experiencing symptoms of COVID-19

- Recruiting
  - Open Full Time Positions: Deputy City Attorney, Civil Engineer/Senior Civil Engineer–Plan Check, Facilities Maintenance Crew Chief, Maintenance Worker I/II, Police Officer Recruit & Academy Graduate/Academy Enrolled, Police Officer Lateral, Public Works Supervisor for Facilities Maintenance
  - Open Part Time Positions: Lead Harbor Services Worker/Harbor Services Worker, Maintenance Aide (Public Works-MOD), Police Cadet, Pool Swim Instructor Trainee, Public Works Technical Aide, Recreation Leader, Senior Recreation Leader, Student Aide
  - Positions Opening This Week: IT Analyst, IT Technician, Management Assistant (Finance)

- Human Resources has notified the City's Insurance Broker regarding the oil spill event and are awaiting information on seeking recovery for expenses depending on reimbursement on a state and/or federal level.

B. FIRE DEPARTMENT MATTERS – Justin Carr, Assistant Fire Chief

Assistant Fire Chief Justin Carr reported:

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- Wild fires continue to rage as the Dixie Fire has grown to be the largest fire in California history.

- One Captain is currently working as a Base Camp Manager at the Caldor Fire.

- One Engineer will be deploying on Wednesday, October 6, 2021, to the Dixie Fire as an EMT to provide medical services.

- Battalion Chief McDonough recently returned after 14 days of leading a strike team of five engines at the Windy Fire near the Sequoias.

- Newport Beach Fire Department is currently holding interviews for the position of Senior Fiscal Clerk.

- Testing for Firefighter and Firefighter/Paramedic is currently being held, with a total of 360 applicants for the two positions. After interviews, that will be narrowed down to approximately 60 candidates.

- Elly Oil Spill
    - The oil is coming from a leak in the pipe between the Elly platform and the shoreline
    - The flow of oil in the pipe was stopped immediately; however, the residual in the pipe is still leaking
    - Divers are attempting to locate the leak to stop it
    - Initially the oil was mainly off the coast of Huntington Beach, but it has now spread in all directions
    - The oil has not penetrated into Newport Harbor yet, and skimmer boats are standing by to address it if needed
    - The US Coast Guard is the Incident Commander
    - Newport Beach Lifeguards are handling the Incident Command and Liaison duties from the City and are representing at the Incident Management Team in Long Beach
    - We have posted signage throughout the city recommending people stay out of the water, it is considered a soft closure however the beaches will remain open
    - Clean up is only to be done by professionals and contractors only. It is illegal for clean up to be done if not properly trained
    - Refer interested parties to the Surfrider foundation
    - Contaminated wildlife needs to be referred to appropriate authorities
    - Contact Newport Beach Animal Control
    - Financial Codes from the Finance Department have been established to assist with tracking spill related expenditures
    - This incident could last weeks or even months

Chair Herzog shared that the Coast Guard stated the oil spill is no longer one big patch of oil. It is approximately 30 different patches of oil, and with currents it is unknown where they could end up.

C. POLICE DEPARTMENT MATTERS – Jonathan Stafford, Deputy Director of Police Services

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Deputy Director Jonathan Stafford reported:

- Elly Oil Spill
  - Newport Beach Police Department Animal Patrol Officers are not certified to handle oiled birds and wildlife.
  - Officers are motioning the situation and referring to the appropriate authorities

- Promotion Ceremony
  - Ceremony will be held on Monday October 18, 2021, in the Community Room at 11 a.m.
  - Two Lieutenants will be promoted
  - Two Sergeants will be promoted

- Hiring/Training Update
  - Academy Recruits/Laterals:
    - Two Recruits recently graduated and are in the Full Time Officer (FTO) program now
    - Three Recruits are currently in the Academy
    - Two Recruits started the Pre-Academy on October 4, 2021
    - One Lateral from out-of-state will begin work on October 12, 2021
    - Two additional Recruit candidates will have Chief's interviews soon and will be ready for a January 2022 Academy
  - FTO Program:
    - Six academy graduates are in various stages of field training
    - One academy graduate, who finished training and is currently working on his own, is the first Newport Beach Police Explorer in 20 years to go to the Academy and complete training
  - A Cadet received a job offer and will be completing background
  - A lateral Dispatcher had a Chief's interview today will proceed to the final stages of the background process

- Call for Service
  - In September 2021, Computer Automated Dispatch (CAD) events totaled 8,020, a decrease from 8,962 CAD events in September 2020

- Part 1 Crime
  - Property Crime is down 154 crimes
    - Driven largely by a strong reduction in thefts and auto burglaries
      - Theft/Larceny is down 109 crimes
      - Auto Burglary is down 75 crimes
  - Violent Crime is down nine crimes YTD
    - Robberies are down 14 crimes
  - Total Part 1 Crime is down 163 crimes

In answer to Board member Grant's question, Deputy Director Jonathan Stafford stated he is unsure if the Nixel Report is related to the Elly Oil spill.

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VII. CIVIL SERVICE BOARD ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)

Noting Vice Chair Grant's resignation from the Civil Service Board, Chair Herzog wishes Vice Chair Grant well in her new role with the City and commends the distinguished services that she has provided to the Newport Beach community for many years.

Vice Chair Grant thanks the members of the Civil Service Board for their guidance and friendship.

VIII. ADJOURNMENT

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:25 p.m.

The agenda for the Regular Meeting was posted on Thursday, September 30, 2021 before 5:00 p.m., on the City's website, public counter in the Human Resources Department (Bay A2) and in the Meeting Agenda Binder located in the entrance of the City Council Chambers at 100 Civic Center Drive.

Prepared by:

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Traci Mackinen, Administrative Assistant to the HR Director
City of Newport Beach

Approved by:

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Howard Herzog, Chair
Civil Service Board 2021/2022

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